

Minutes for CCAC Meeting

Date of Meeting: June 21
Name of Committee: CITY CENTER ADVISORY COMMISSION
Notes taken by: Phil Nachbar
Called to order by: Carl Switzer
Time Started: 6:30pm
Time Ended: 9:00 pm

Members Present :

Carolyn Barkley; Gretchen Buehner; Alexander Craghead (Alternate); Suzanne Gallagher; Alice Ellis Gaut; Lily Lilly; Judy Munro; Roger Potthoff; Carl Switzer

Members Absent: Ralph Hughes

Others Present: Lisa Olsen

Staff Present: Phil Nachbar

Agenda Item #1: June 8 minutes

Minutes of June 8 approved.

Agenda Item #2: Expedition of land use applications in Downtown

Important Discussion and/or Comments: The group felt that to expedite land use applications in the Downtown before new regulations are in place would be counter-productive.

Action Items (Follow-Up or Votes): A motion was passed to draft a letter that would accompany all new pre-app meetings in downtown, outlining the goals of the Downtown Plan, the development of new land use regulations for downtown, and offer to consult with applicant regarding the intent of the Downtown Plan. Passed 8 yes: 1 abstention. The group discussed being more involved with the permit process and review of development projects. They specifically requested that a representative be present at pre-app meeting for new development projects in Downtown. Phil responded that he did not think that was a good idea because that representative would not have authority to do anything, and it might

send the wrong message to an applicant. However, Phil said that he would discuss the issue with Tom Coffee, Community Development Director, and get back to the group.

Agenda Item #3: CCAC by laws.

Important Discussion and/or Comments: The group had requested at an earlier meeting that they would like to draft a copy of their own by-laws for consideration by the City Council. Phil offered to provide them with a copy of the current Planning Commission by-laws to use as a working model. Some of the key decisions with regard to by-laws are: number of members. Length and staggering of terms, Chair and length of term, Vice-Chair—whether to have one, and length of term, cause and process for removal of members, responsibilities of members. Gretchen and Alice offered to work on a draft of the group’s by-laws. No timeframe was identified for a working draft was set.

Action Items (Follow-Up or Votes): Phil said he would provide a copy of the Planning Commission by-laws so the group could use it to begin a draft.

Agenda Item #4: Land Use Regulations / Design Guidelines

Important Discussion and/or Comments: Phil Nachbar presented an overview of land use issues in the downtown, and specific suggestions for designation of land uses that meet the intent of the Tigard Downtown Improvement Plan, but are flexible enough to accommodate a range of development scenarios. This work is being done as preparatory to the development of land use and design guidelines for Downtown. The intent is to formalize recommendations that will become part of a package of recommendation presented to City Council, and used by Long Range Planning to develop regulations.

Action Items (Follow-Up or Votes): A summary of the initial land use issues and suggestions will be provided for the next meeting.

Agenda Item #5: Follow up to April 27 items—Main St. Demonstration area

Important Discussion and/or Comments: An area on Main St. for a demonstration project was provided by Phil. The idea was to create an area that would include street trees and new street lighting that would reflect future improvements in downtown, and create some initial “Brand Tigard” change on the street. The Streetscape Work Group confirmed that the chosen lighting will be the “acorn” style selected initially by the Commuter Rail group. The group decided to postpone a decision until next meeting. It was suggested that a “Touch of Tigard” might be a good term to name the project. The lighting fixtures would be “acorn style” and could be reused in the Downtown. Potentially Street trees could be put in containers and re-used depending on time frame.

Action Items (Follow-Up or Votes): None.

Agenda Item #6: Planning for Developer Meetings

Important Discussion and/or Comments: No action.

Action Items (Follow-Up or Votes): none.

Agenda Item #7: New MTIP Project Applications—TriMet Transit Center Redesign and Main St / Green St. Design and Construction

Important Discussion and/or Comments: Phil described the two new projects for which the City was applying for MTIP Funds. TriMet Transit Center Redesign will provide master plan options for redesign of the transit center and surrounding area for redevelopment, and look at transit planning analysis to assist TriMet in defining a more efficient use of the site.

The Green Main Street Project would provide funding to both redesign and construct Main St from the Railroad south to the entry from 99W with full street improvements including sidewalks, landscaping and lighting per the Streetscape design concept as adopted. It would also include green street standards.

Action Items (Follow-Up or Votes): None.

Addendum: The comments of Lisa Olson are provided as reference these minutes as passed by the Commission at its meeting of July 26, 2006.

----- Original Message -----

Subject: June 21 minutes feedback
From: "Lisa Olson" <lisa@you-r-smart.com>
Date: Wed, July 12, 2006 12:14 am
To: phil@tigard-or.gov
Cc: carlswitzer@hotmail.com

Some items to consider regarding the June 21 minutes (as I will be unable to attend the meeting Wednesday night):

1. "Others present" section: Please add me as an attendee and of the Streetscape Work Group Chair.
2. Agenda Item #5 - Important discussion section: In regards to lighting fixtures there was much discussion about this in this meeting and comments were made by myself and Carolyn that the Streetscape Work Group had had lengthy discussion about actual lighting, it's form and function, with the

advisement of the consultants, OTAK. It was determined that the "acorn style" was best suited and that this recommendation will be included in OTAK's final report on the Streetscape Project. This whole lighting thing has been such a big deal and is likely something that will be referred via minutes in the future.

3. Agenda Item #3 - action items section: Several people volunteered to review By-laws and meet outside the the CCAC meeting to develop a draft. With the By-laws being such a hot topic it might be important to identify those volunteers and mention the "action" to be taken in the minutes.

4. Agenda Item #7 - last paragraph/last page. I was confused by "Main st Green street would providing funding..." I'm not sure about the "st" and what it is you are trying to say here. Also, wouldn't it be, "would be providing funding" ???

5. Members absent: I noticed on the June 14 minutes you have Ralph Hughes (Alternate)" listed but his name didn't appear at all on the June 21 minutes. Honestly, I can't remember if he was at the June 21 meeting or not but it seems he should be listed in one of the two places.

So that's it. As always, take what you'd like and leave the rest. I wish you a very productive meeting Wednesday night.

Lisa